

SUPPLEMENTAL JOB DESCRIPTION:

Classification: Internal Auditor III
Position Title: Internal Audit Supervisor
Position Number: 14270

Function Code: 5303-077
Date Established: 8/15/88
Date of Last Amendment: 2/7/13

SCOPE OF WORK: To plan and supervise Liquor Commission audits and agency related functions to determine compliance with State and Federal regulations, auditing methods and directives and to assist management in establishing internal controls to govern the safekeeping and use of funds entrusted to its care.

ACCOUNTABILITIES:

- Develops audit programs and implements enhancements to audit procedures for the NH Liquor Commission. Reviews audit reports of subordinate staff to ensure the establishment of audit trails with recommendations and exceptions noted; edits audit reports and analytical reports prepared by audit staff prior to distribution.
- Meets with Business Administrator, Chief Financial Officer, and Directors to determine and plan auditing requirements for the agency.
- Recommends the establishment of policies and procedures to the Chief Financial Officer and agency Directors in order to enhance agency controls, in efforts to safeguard agency assets and minimize inventory loss; coordinates the development and drafting of plans, policies, and procedures for the agency.
- Reviews, analyzes, and evaluates all audit reports for trends and/or discrepancies in financial reporting related to the detection of fraudulent activities.
- Reviews internal controls of the agency's divisions to ascertain compliance; examining effectiveness of controls, financial records, and operations.
- Schedules and reviews the work and activities of subordinate professional auditing staff, including identifying the standards under which audits are accomplished.
- Trains and assigns work to auditing staff and conducts yearly performance evaluations.
- Presents audit findings and reports to agency senior management and government officials as needed, recommends corrective actions, and provides follows up and oversight of implementation of corrective actions.
- Oversees financial aspects of grants received by the Commission, including purchases, expenditures, and reimbursements from the grantor. Tracks and coordinates agency-wide fixed asset inventories and prepares financial reports required for compliance with state and federal rules and regulations relative to expenditures for grant funds and fixed assets.
- Examines agency records to ensure proper recording of transactions and to monitor compliance with applicable laws.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a recognized college or university with a major in accounting or business administration. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Four years' experience in accounting or auditing work, including three years of consultative, supervisory or administrative experience in the field of auditing. Each additional year of approved work experience may be substituted for one year of required formal education.

License/Certification: None required.

SPECIAL REQUIREMENTS: For appointment consideration, Internal Auditor II applicants must successfully participate in a structured interview measuring possession of knowledge, skills and abilities identified as necessary for satisfactory job performance by this class specification. The structured interview is developed and administered, according to Division of Personnel guidelines, by representatives of the state agency in which the vacancy exists.

DISCLAIMER STATEMENT: The supplemental job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties on the supplemental job description provided that such duties are characteristics of that classification.

SIGNATURES:

I have reviewed the content of the above job description with my Supervisor.

Employee Name and Signature

Date Reviewed

Christina Demers, Business Administrator II #14333

Supervisor's name and title

I have discussed the work responsibilities outlined by this job description with the above employee.

Supervisor's Signature

Date Reviewed

 MR

02/07/13

Division of Personnel

Date Reviewed